



**2025 VANCOUVER ISLAND REGIONAL CHAMPIONSHIPS
MEET PACKAGE**

Ray Newman Championship Swim Meet

**Comox Valley Aquatic Centre
377 Lerwick Road, Courtenay BC**

DATES: Friday, August 1 – Sunday, August 3, 2025

COURSE: 25 metre, 8 lanes, starting blocks and Colorado timing system

MEET MANAGER (Prior to competition): Robyn Holme (robbyneholme@hotmail.com)
Sara Mather (comoxvalleybluedevis@gmail.com)

MEET MANAGER (During competition): Shelly Johnson
(vi.director@bcsummerswimming.com)

MEET REFEREE: Jason Hendsbee

MEET ENTRIES: Mark Duffell (nanaimoswimming@gmail.com)

CLERK OF THE COURSE: Mark Duffell (nanaimoswimming@gmail.com)

VI REGION CLUBS: Campbell River Salmon Kings – **CRSK**
Comox Valley Blue Devils – **BD**
Cowichan Valley Breakers – **CVB**
Gordon Head Gee Gees - **GHG**
Juan De Fuca Royals – **JUA**
Nanaimo White Rapids – **NAN**
Oak Bay Orcas – **ORCAS**
Pender Island Otters – **PDI**
Powell River Aquatic Club – **POW**
Salt Spring Stingrays – **SSS**
Sidney Piranhas – **SPSC**

SCHEDULE:

Friday August 1, 2025

12:00 noon Group 1 warm-up (schedule to follow)
12:20 pm Group 2 warm-up
12:40 pm Group 3 warm-up

12:45 pm Officials Meeting
1:00 pm Coaches Meeting
1:15 pm Land Acknowledgement followed by "O Canada"
1:20 pm Preliminary Heats begin

Break (30 minutes)
Finals warm-up
Consolations and Finals

Saturday August 2, 2025

7:00 am Group 2 warm-up (schedule to follow)
7:20 am Group 3 warm-up
7:40 am Group 1 warm-up

7:45 am Officials Meeting
8:00 am Coaches Meeting
8:30 am Preliminary Heats begin

Break (one hour) – VI Region AGM
Finals warm-up
Consolations, Finals and Relays

Sunday August 3, 2025

7:00 am Group 3 warm-up (schedule to follow)
7:20 am Group 1 warm-up
7:40 am Group 2 warm-up

7:45 am Officials Meeting
8:00 am Coaches Meeting
8:30 am Preliminary Heats begin

Break (one hour) Regional Cheers & Graduate Acknowledgements
Finals warm-up
Consolations, Finals and Relays

LUNCH BREAK:

There will be a 30 minute break after Preliminary Heats on Friday.
On Saturday and Sunday there will be a 1 hour break between Preliminary Heats and Finals. **Please note:** breaks are subject to change. If needed, breaks may be shortened.

The Vancouver Island Region Annual General Meeting (AGM) and elections for 2025/26 will take place on Saturday during the break. Each club shall have one vote. All parents of all clubs are welcome to attend. Refreshments will be provided.

On Sunday, Regional Cheers and Acknowledgement of Graduates will take place prior to the start of consolations and finals. Coaches will have all graduates assemble on the bulkhead after regional cheers.

MEET ENTRIES: All meet individual and relay entries must be emailed to:
nanaimoswimming@gmail.com

Each swimmer may enter a **maximum of 4 individual events plus 2 relay events.**

Please email your entries by **Noon** on **Wednesday, July 23, 2025** and include the following:

1. Club meet entry file from Swim Manager
2. Club roster (report or Hytek file)
3. Relay spreadsheet (if not submitting using Swim Manager)

Please include a contact name and phone number for any entry questions.

INDIVIDUAL ENTRIES:

*******DECK ENTRIES ARE NOT ALLOWED*******

All BCSSA rules are in effect.

Scratches from preliminary events can be reported to the Clerk of the Course no later than 60 minutes before the Coaches meeting each day:

- Friday: 12:00 noon
- Saturday: 7:00 am
- Sunday: 7:00 am

There are no refunds for scratched events.

Scratches from individual finals must be reported to the Clerk of the Course no later than fifteen (15) minutes after the completion of the individual heat.

“O” Cat swimmers may be combined with “S” swimmers for preliminaries but will swim finals separately.

Entries **must** be submitted with valid times.

Rule Section 4.3.2 (a) applies to all entries:

Eligibility to compete at the Regional Championship Meet shall be limited to Athletes who have competed in a BCSSA club-hosted meet during the current competitive season.

- i) Athletes must have competed in each individual event they wish to compete in at the Regional Championship Meet.
- ii) Athletes competing on a club relay at Regional or Provincial Championship Meet must have competed in at least one individual event during the current season.

The Regional Registrar / Meet Manager will verify the validity of all swimmers competing at the Vancouver Island Regional Championships.

RELAY ENTRIES:

*******DECK ENTRIES ARE NOT ALLOWED*******

All BCSSA rules are in effect.

All Relays must be entered in the following manner with the same deadline as individual entries:

- The relay team should be entered in Swim Manager and sent in with your entries using an A, B, C delineation for a multiple number of teams in the same division of boys or girls. You must enter swimmers' names into your Swim Manager entries.
- Alternatively, we will accept a spreadsheet with your relay entries if unable to enter the relays in Swim Manager.
- We will fill in relay cards for you per your Hy-Tek entries; completed cards will be available at the Clerk of the Course during the meet.

Please remember that each swimmer can swim in a maximum of **2 Relay Events**.

Team Composition:

- A club Relay Team shall consist of **4** swimmers. The composition may change between Regional and Provincial Championships, provided that all swimmers meet the registration criteria of the BCSSA.
- The composition of the club Relay can be changed up until the Daily Scratch Deadline (1 hour before Coaches meeting). Any changes must not affect the Division of the relay as deck entries for a new relay in a new Division event are not allowed. Relay limits for each swimmer still apply.
- For each Relay Team, one swimmer must be from the Division that the relay is entered in. All other swimmers may be brought up from lower Divisions.
- 'S' swimmers can swim in 'O Cat' relays. Div 1-3 with 'O Cat' 1, Div 4-6 with 'O Cat' 2, Div 7 with O8, as long as there is a minimum of 1 (one) 'O Cat' swimmer in each relay. Individual swimmers can only swim on 2 (two) relays. 'O Cat' swimmers may not swim in 'S' relays.
- At least one swimmer selected to the relay team must have competed in an individual event in that division at a sanctioned BCSSA meet during the 2025 competitive season.
- The actual team members with up to two Alternates (2) shall be named on the Relay Card provided by the Clerk of the Course. Once the Relay is checked in at Marshaling, there will be no changes allowed to the four (4) designated swimmers. Failure to report the correct names shall result in disqualification.
- Only swimmers whose names appear on the Meet Entry Form shall swim in Relays. If a swimmer is in a Relay(s) only, the name shall appear with the notation "**Relay Only**".
- It is NOT permissible for a swimmer to change teams between Prelims and Finals in the same event.

HEATS AND FINALS FOR RELAYS:

- Heats for relay events that have more than one heat will be swum at the end of preliminaries before the break.
- Finals for those events and all relay events with only one heat will be swum as Finals at the completion of individual Finals.
- There will be no consolation finals for relay events.

EVENTS:

Swimmers can enter a maximum of four (4) Individual and two (2) Relay events per swimmer. Individual events are swum as Preliminaries and Finals. Preliminary events may be combined.

“O” Cat swimmers may be combined with “S” swimmers in preliminary heats but will swim finals separately.

ENTRY FEES:

- **\$9.00 per Individual event**
- **\$13.00 per Relay team**

Payment cheques may be submitted to Clerk of the Course. There are no refunds for missed or scratched events. A cheque payable to “BCSSA Vancouver Island Region” must be paid by 10am Sunday Aug 3, 2025. Payment cheques may be submitted to the Clerk of the Course. Fees can also be etransferred to our Regional Treasurer: bcssa.vi.treasurer@gmail.com. Please notify the Clerk of the Course if fees will be etransferred. There are no refunds for missed or scratched events.

MEET MANAGEMENT:

Hy-Tek Swim and Meet Manager will be used. Entries must be submitted in the format requested. The meet will be published on Meet Mobile. A “Definitive” Event Heat Sheet will be provided to each club and to all Officials and Lane Recorders, after the deadline for Scratches and prior to the start of the Meet. These Scratches will be incorporated into that “Definitive” Event Heat Sheet. A “Definitive” Event Heat Sheet will be produced for Relays and Finals.

*****MARSHALLING CALLS ARE A COURTESY, ONLY CALLS MADE BY CLERK OF THE COURSE DIRECTLY IN MARSHALLING ARE OFFICIALLY TIMED CALLS FOR RACE CHECK IN & ALTERNATES, see below*****

There will be full Marshalling for Div 1-3, O-Cat 1 Heats, Div 4 Fly and all Relays.

This is a cardless meet; however there will be relay cards for Relays.

There will be no “Personal Calls” from the Clerk of the Course.

Div 4-8, O-Cat 2 & O8 Swimmers will be required to report to the Marshalling Area to sign in for their Heats. They will be responsible to be behind the blocks prior to the start of their race.

There will be full Marshalling for all events in Consolations and Finals.

Alternates: Swimmers and Alternates are responsible for reporting to the Clerk of the Course in time for their race. The Clerk will announce the availability of a “check in” at least twice, with at least 2

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minutes between each announcement. It is the responsibility of each competitor to be close enough to hear the announcements.

For Finals, once the Clerk has completed the required calls and a swimmer has not checked in, it can be concluded that that swimmer does not intend to compete in that event. Should this occur, the Clerk will call the designated Alternate, allowing one (1) minute for her/him to report. Once the Alternate(s) have been called, the listed qualifier and any previously called Alternate are irrevocably scratched from that event.

WARM UPS:

Each Club will be assigned a minimum of one lane for the full 20 minutes available for warm ups.

Warm-up times listed earlier in meet package

Groups and lanes are as follows**

** Lane assignments may change depending on numbers

Group 1

CBD 1-3

CRSK 4-6

CVB 7-8

Group 2

Nan 1-4

SSS/PDI/POW 5-8

Group 3

OAK lanes 1-3

SPSC lanes 4-6

JDF lanes 7-8

2025 VI REGION RESPONSIBILITIES:

1. Regional Director: SHELLY JOHNSON

- a. Acquires Regional Supplies: Medals, Ribbons, Record Plaques and Provincial Caps and T-shirts;
- b. Ensures that our VI Region Provincial Meet responsibilities are filled;
- c. Ensures that VI Regional Provincial Championship meet entries advancer file is delivered on time to the BCSSA Office; and
- d. Ensures that VI Coaches form the VI Regional Relays in accordance with *"Swimming and Overall Meet Rules in the 2025 Provincial Championships Meet Package"*.

2. Regional Director of Officials: Brent Posthlethwaite

- a. Designates Meet Referee;
- b. Arranges for Provincial Sign-up for Officials;
- c. Encourages all qualified deck officials to undertake shifts for Regional Championship: Stroke & Turn, Referees & Starters; and
- d. Ensures that all clubs fill lane timing chairs, place judging and lane recorder positions.

3. **Meet Manager (prior to competition): Sara Mather**
Ensures that Regional Championship Meet is properly organized, at the pool facility;
 - a. Ensures that the pool facility and surrounding areas are available for the competitors and spectators, including signing the rental agreements where applicable;
 - b. Provides the 2025 VI Regionals Budget to the Regional Executive;
 - c. Establishes timing systems, recording systems and provides all associated support materials and equipment;
 - d. Creates the 2025 Meet Package for BCSSA VI Regional Championship;
 - e. Provides office equipment – photocopier(s), computers, tables, chairs and office supplies;
 - f. Provides Deck Food Manager and storage equipment;
 - g. Supplies Marshalling area tents and benches;
 - h. Supplies tables, chairs for officials & coaches;
 - i. Supplies seating for spectators;
 - j. Provides sound system, announcers and anthem singers;
 - k. Provides agreements and designated space and services for any vendors who may provide services for the meet, swimmers or spectators, on behalf of the VI Region;
 - l. Ensures that all meet entries are collected and included in the Meet by the Clerk of the Course and validated by the Regional Registrar;
 - m. Produces event heat sheets prior to the events;
 - n. Assigns Club responsibilities by delegating areas of responsibility to each club based on their areas of strength and volunteer manpower;
 - o. Oversees volunteer assignments and ensures that numbers of volunteers needed are provided for each area; and
 - p. Oversees the set-up and take-down.
4. **Meet Manager / Director of Competition: SHELLY JOHNSON**
 - a. Assumes Meet Manager duties during the competition;
 - b. With the Meet Referee, ensures that the competition event is safe, fair and proceeds in accordance with the BCSSA Rules and Regulations;
 - c. Chairs the Jury of Appeal; and
 - d. Disseminates all meet information.
5. **Regional Registrar: MARK DUFFELL**
 - a. Ensures that all Regional Championship swimmers are eligible to swim at the Regional Championship in all individual and relay events;
 - b. Registers all provincial qualifiers for Provincial Championship in conjunction with the Regional Director and to ensure that the entries are sent to BCSSA Office by the deadline; and
 - c. Checks eligibility of VI Regional Relay members in accordance with *“Swimming and Overall Meet Rules in the 2025 Provincial Championship.”*
6. **Regional Treasurer: SARAH GULLINS**
 - a. Reviews the 2025 Regional Championship Budget;
 - b. Collects all regional entry fees from clubs; and
 - c. Collects and remunerates costs incurred at Regionals

Meet Referee: Jason Hendsbee

- a. Coordinates the assignment of deck officials for the meet;
- b. Establishes a rotation of deck officials; and
- c. Supervises the disqualifications and the protest process to ensure a fair event.

7. All VI Region Club Presidents or Representatives:

- a. Submits their club meet entries by the deadline **NOON – Wednesday July 23th, 2025** outlined in 2025 VI Regional Championship Meet Package;
- b. Fills their assigned club duties and submits the completed Sign-up lists to the Meet Manager by **Midnight - Wednesday July 30, 2025**
- c. Distributes a completed club volunteer list to their members prior to Regionals.

2025 VI REGIONAL CLUB RESPONSIBILITIES:

- All clubs are expected to fill jobs as assigned. A sign up form will be sent out to clubs.
- Timers – All Clubs (schedule will be sent prior to the Meet, and posted)

DECK FOOD:

- Deck Food will be provided for meet volunteers.
- At least one (1) individual must be on location who has a “Food Safe” certificate.
- Each club is responsible for \$150 for deck food, payable to “BCSSA Vancouver Island Region”. This fee may be added on to the meet fees. Clubs with a BCSSA registration of 30 athletes or fewer will pay \$50.

Club Assignments:

All clubs will be expected to fill volunteer roles. A list of jobs will be sent out via Sign Up Genius.

AWARDS:

Individual 1st to 3rd medals
Events: 4th to 16th ribbons

Relays: 1st to 3rd medals
4th to 8th ribbons

Records: VI Record Breaker plaques

HEAT SHEETS & RESULTS:

- Results will be posted
- Coach and or Club Rep can pick up medals/ribbons at the end of the meet in the Scratch meeting. No awards will be released before that time.

REGIONAL CHAMPIONSHIP (PROVINCIAL QUALIFIERS) SHIRTS:

- Please have a club representative take orders for Regional Shirts (order form will be distributed to all clubs) and deliver the order sheet to the Records Room upon completion of the meet, complete with cheque payable to “BCSSA Vancouver Island Region” for all shirts ordered.
- **Only Provincial qualifiers, competing alternates and coaches are eligible for shirts**
- Regional Shirts will not be distributed to clubs until they have completed their volunteer sign-up sheets for the 2025 BCSSA Provincials.

PROVINCIALS SCRATCH MEETING:

- All coaches are required to meet with the Regional Director (and Meet Manager) at the end of the meet on Sunday to finalize the Provincial Entries and Scratches.

ANNUAL GENERAL MEETING:

- Our Regional Annual General Meeting will be held during the Saturday Break.
- All Club members are invited to attend.

DISQUALIFICATIONS:

Disqualifications will be administered as per BCSSA rules. Please remember that officials make every effort to inform coaches as quickly as possible of any disqualifications, preferably no longer than 15 minutes. However, at times there may be circumstances where it will take a bit longer – please be patient and respectful with officials.

The Working Deck:

The deck surrounding the sides and entrance end of pool will be the “working deck” and is out of bounds for all but working officials during the meet. As per BCSSA rules, unauthorized intrusion into such areas by athletes, coaches, or any other persons may warrant, at the discretion of the Meet Referee, disqualification from all remaining events in the meet or expulsion from the pool for the remainder of the meet.

Events Schedule

Friday Preliminary Heats (same Event Numbers for Preliminaries & Finals)

Girls			Boys
101	Div 1	100 IM	102
103	Div 2	100 IM	104
105	Div 3	100 IM	106
107	"O" CAT 1	100 IM	108
109	Div 4	200 IM	110
111	Div 5	200 IM	112
113	Div 6	200 IM	114
115	"O" CAT 2	200 IM	116
117	Div 7	200 IM	118
119	"O" CAT 8	200 IM	120
121	Div 1	50 Free	122
123	Div 2	50 Free	124
125	Div 3	50 Free	126
127	"O" CAT 1	50 Free	128
129	Div 4	50 Free	130
131	Div 5	50 Free	132
133	Div 6	50 Free	134
135	"O" CAT 2	50 Free	136
137	Div 7	50 Free	138
139	"O" CAT 8	50 Free	140
501	"O" CAT 10	50 Free (Trial)	502

Saturday Preliminary Heats (same Event Numbers for Preliminaries & Finals)

Girls			Boys
201	Div 1	50 Fly	202
203	Div 2	50 Fly	204
205	Div 3	50 Fly	206
207	"O" CAT 1	50 Fly	208
209	Div 4	50 Fly	210
211	Div 5	100 Fly	212
213	Div 6	100 Fly	214
215	"O" CAT 2	100 Fly	216
217	Div 7	100 Fly	218
219	"O" CAT 8	100 Fly	220
221	Div 1	50 Back	222
223	Div 2	50 Back	224
225	Div 3	50 Back	226
227	"O" CAT 1	50 Back	228
229	Div 4	100 Back	230
231	Div 5	100 Back	232
233	Div 6	100 Back	234
235	"O" CAT 2	100 Back	236
237	Div 7	100 Back	238
239	"O" CAT 8	100 Back	240
503	"O" CAT 10	100 Back (Trial)	504
141	Div 1	4x50 Medley Relay	142
143	Div 2	4x50 Medley Relay	144
145	Div 3	4x50 Medley Relay	146
147	"O" CAT 1	4x50 Medley Relay	148
149	Div 4	4x50 Medley Relay	150
151	Div 5	4x50 Medley Relay	152
153	Div 6	4x50 Medley Relay	154
155	"O" CAT 2	4x50 Medley Relay	156
157	Div 7	4x50 Medley Relay	158
159	"O" CAT 8	4x50 Medley Relay	160

Sunday Preliminary Heats (same Event Numbers for Preliminaries & Finals)

Girls			Boys
301	Div 5	50 Fly	302
303	Div 6	50 Fly	304
305	"O" CAT 2	50 Fly	306
307	Div 7	50 Fly	308
309	"O" CAT 8	50 Fly	310
505	"O" CAT 10	50 Fly (Trial)	506
311	Div 1	50 Breast	312
313	Div 2	50 Breast	314
315	Div 3	50 Breast	316
317	"O" CAT 1	50 Breast	318
319	Div 4	100 Breast	320
321	Div 5	100 Breast	322
323	Div 6	100 Breast	324
325	"O" CAT 2	100 Breast	326
327	Div 7	100 Breast	328
329	"O" CAT 8	100 Breast	330
507	"O" CAT 10	100 Breast (Trial)	508
331	Div 1	100 Free	332
333	Div 2	100 Free	334
335	Div 3	100 Free	336
337	"O" CAT 1	100 Free	338
339	Div 4	100 Free	340
341	Div 5	100 Free	342
343	Div 6	100 Free	344
345	"O" CAT 2	100 Free	346
347	Div 7	100 Free	348
349	"O" CAT 8	100 Free	350
241	Div 1	4x50 Free Relay	242
243	Div 2	4x50 Free Relay	244
245	Div 3	4x50 Free Relay	246
247	"O" CAT 1	4x50 Free Relay	248
249	Div 4	4x50 Free Relay	250
251	Div 5	4x50 Free Relay	252
253	Div 6	4x50 Free Relay	254
255	"O" CAT 2	4x50 Free Relay	256
257	Div 7	4x50 Free Relay	258
259	"O" CAT 8	4x50 Free Relay	260

DAY USE AREA

PLEASE:

- Pack up and take all belongings at the end of the day
- NOTE there is no on-site security overnight
- Do NOT leave your belongings unattended in the day use area

BCSSA Vancouver Island Regional Championships**SCRATCH SHEET***Club* _____ *Coach* _____

Swimmer	Event #	Event Name